

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

August 26, 2021

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Thursday, August 26, 2021, at 2510 14th Street, Suite 1450, Gulfport, Mississippi at which the following Commissioners and staff were present:

Commissioners: E.J. Roberts, President
Robert J. Knesal, Vice-President
James C. Simpson, Jr., Secretary (via telephone)
John Rester, Treasurer (via telephone)
Jack Norris, Commissioner

Staff: Jon Nass, CEO
Matthew Wypyski, Deputy Director/COO
Nick Foto, Deputy Program Manager
John Webb, Director of Engineering
Kim Purchner, Exec. Asst./HRO
DeeDee Wood, CFO
Errol LaRue, Govt. & Legal Affairs Manager
Kim Aguillard, Marketing & Media Manager
Shawn Meyer, Director of Operations
Mel Arsenault, Director of Grant/Workforce Dev.
Allison Chimenya, Marketing Specialist
Carlos Bell, Director of Public Engagement

Ben Stone, Legal Counsel
David Duhe, Legal Counsel

Others: Philip Carter, MDA (via telephone)
Michael Sheely, Jacobs Engineering
Dr. Kelly Lucas, USM
Bruce Newton, Digital Engineering
Susan Shellnutt
David Machado, Machado Patano Engineers
Jeff May, MDI
Marc Foster, Cypress Environment & Infrastructure
Andy Kilgore, USM

Commissioner Roberts noted the presence of a quorum and called the meeting to order at approximately 1:00 p.m.

The Pledge of Allegiance was led by Commissioner Roberts.

The invocation was given by DeeDee Wood, MSPA CFO

PUBLIC COMMENTS:

There were no public comments.

Commissioner Rester moved to approve the Minutes from July 26, 2021. Commissioner Knesal seconded, and the motion was unanimously approved.

Commissioner Rester moved to approve travel (Sept. 26-30) Nass, Roberts, Simpson to Austin, TX; (September) Nass, LaRue, to Washington, DC. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve the disbursements listed below. Commissioner Simpson seconded and the motion was unanimously approved.

DISBURSEMENTS THROUGH AUGUST 12, 2021
 BILLS FOR THE MONTHS OF JULY AND AUGUST 2021 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
57360	AGJ Systems & Networks, Inc.	Computer Maintenance and Equipment	5,457.33
57361	AICPA	Membership Dues	295.00
57362	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
57363	Carlos Bell	Travel Expenses	104.00
57364	Sparklight	Internet Services	182.36
57365	CenterPoint Energy	Natural Gas Services	28.85
57366	CenterPoint Energy	Natural Gas Services	28.85
57367	Chancellor, Inc.	Acuity Control Switch for Crowley Building	557.55
57368	Cintas Corporation	Employee Uniforms	319.80
57369	City of Gulfport	Water	10,018.42
57370	Core Logistical Solutions, LLC	Replacement Roll Up Door for Dole Building	4,666.23
57371	Coast Concrete Company, Inc.	Concrete Ramp for Set Out Yard	570.00
57372	Collection Services Center	Employee Deductions	90.06
57373	Consolidated Electrical Distributors, Inc	Electrical Supplies for Electrical Platforms for USM/DMR Piers	9,465.00
57374	Cornett Bolt & Screw	Replacement Legs for Life Ring Cabinets	883.60
57375	C Spire Wireless	Cell Phone Services	1,020.46
57376	C Spire Business Solutions	Telephone/Internet Services	2,956.80
57377	Dept. of Finance & Admin.	MMRS Quarterly Charges	254.75
57378	Eagle Energy, Inc.	Diesel Fuel	960.15
57379	ESL Power Systems, Inc.	Rebuilt Reefer Plugs	12,057.28
57380	Federal Express Corp.	Express Mail Services	43.22
57381	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
57382	Fuelman	Fuel for MSPA Vehicles	403.75
57383	Grainger, Inc.	Replacement Coil Cords for Crowley Roll Up Doors	1,097.52
57384	Great Southern Club	Monthly Dues and Business Expenses	136.08
57385	Gulf Coast Business Supply, Inc.	Office Supplies	149.70
57386	Hughes Supply	Fan Blades for A/C Unit on Electrical Platform #5	157.50
57387	MS State Treasurer Fund 3360900000	Telephone/Internet Services	390.68
57388	Kalmar USA, Inc.	Repair Parts and Installation Services for Cranes	13,099.59
57389	Keeling Co. - Gulfport	Valve Box Covers for Irrigation System	341.79
57390	Errol LaRue	Continuing Education Registration Fees and Travel Expenses	90.00
57391	Lowc's Home Center, Inc.	A/C Unit, Hand Tools and Maintenance Supplies	1,292.70
57392	Mandal's Inc.	Dole Warehouse Roof Repair	3,040.00
57393	The Mississippi Bar	Enrollment Fees	190.00
57394	MS Dept. of Human Services CRDU	Employee Deductions	156.00
57395	MS Power Company	Electricity	133,733.40
57396	MS Pub. Employees Credit Union	Employee Deductions	445.00
57397	MS Society of CPAs	Membership Dues	60.00
57398	Jon T. Nass	Travel Expenses	30.00
57399	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
57400	Gary Pitcovich	Fabrication Project Supplies	27.26

57401	The Port Employees Assoc.	Employee Deductions	208.00
57402	Legal Shield	Employee Deductions	118.61
57403	It's Promo Time	Name Tags	177.16
57404	Quadient Leasing USA Inc	Postage	998.72
57405	Rob't J. Baggett, Inc.	Trolley Ropes Adjustment for Crane #3	2,802.22
57406	Rotolo Consultants, Inc. dba RCI	Irrigation System Repairs	1,679.84
57407	Shuttlewagon, Inc.	Replacement Parts for Shuttlewagon	5,826.67
57408	Sorg Printing, LLC	Business Cards	76.00
57409	Norma Jean Soroe	Transcription Services	364.48
57410	Southern Printing & Silkscreen	Office Supplies	394.20
57411	Munro Products, Inc.	Roof Repair Supplies	256.50
57412	Southern Admin. and Benefits	Monthly Service Fee	200.00
57413	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	850.00
57414	Star Service Inc. of Mobile	HVAC/R Maintenance and Repair Services	3,233.70
57415	Southern Tire Mart, LLC	Shuttlewagon Tire Repair	99.15
57416	United Way of South MS, Inc.	Employee Deductions	267.76
57417	Mississippi Valuations, LLC	Real Estate Valuation Services	1,500.00
57418	Waste Management	Waste Removal Services	554.64
57419	Weaver Electric	Electrical Services	26,405.49
57420	Zoro Tools, Inc.	Hand Tools, Storage Cabinet and Maintenance Supplies	1,045.06

TRANSFERS

08/04/21	State School Insurance Fund/DFA	08/2021 Employee Health and Life Insurance	19,233.72
08/04/21	Federal Tax Deposit	Payroll Tax Deposit	29,958.02
08/06/21	Public Employment Retirement	Retirement Match and Withheld	92,942.13
08/10/21	MS Department of Revenue	Employee Deductions	12,288.00
Total			<u>\$406,874.33</u>

FINAL CHECKLIST FOR AUGUST 26, 2021

BILLS FOR THE MONTHS OF JULY AND AUGUST 2021 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
57493	A-1 Elevator Service, LLC	Marine Research Facility Elevator Repair	6,740.00
57494	Kentwood Springs	Drinking Water	379.50
57495	AFLAC	Employee Deductions	1,683.06
57496	AGJ Systems & Networks, Inc.	Computer Equipment and Installation	1,761.33
57497	Kim Aguillard	Travel Expenses	30.00
57498	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	126.48
57499	A.J. Labourdette, Inc.	Cameras for Crane #1	1,041.68
57500	Alimak Group USA Inc	Troubleshoot Crane #2 Elevator & Quarterly Maintenance	3,077.50
57501	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
57502	AT&T Corp	Website Hosting	89.96
57503	Barefield Workplace Solutions, Inc.	Office Supplies	126.85
57504	Best Buy Stores, L.P.	Camera for Marketing & PR Projects	1,529.94
57505	Sparklight	Cable Services	178.96
57506	Card Services	Subscription Renewal, Office Supplies, Maintenance & Repair Supplies	1,753.05
57507	Card Services	Travel Expenses	131.07
57508	CDW Government	Adobe Software Renewal	1,793.85
57509	Sun Coast Business Supply	Office Supplies	352.50
57510	Collection Services Center	Employee Deductions	90.06
57511	Consolidated Electrical Distributors, Inc	Electrical Supplies	5,125.31
57512	Cornett Bolt & Screw	Maintenance Supplies	209.25
57514	Daily Equipment Company Inc.	Alternator for Forklift	645.94
57516	Dunaway Glass, Inc.	Windshield Repair Unit #14	40.00
57517	Eagle Energy, Inc.	Grease for Cranes	199.91
57518	Federal Express Corp.	Express Mail Services	92.37

57519	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
57520	Fuelman	Fuel for MSPA Vehicles	1,261.71
57521	Goldin Metals, Inc.	Supplies for Metal Repairs	9,949.45
57522	Graybar Electric Company, Inc.	HVAC Hand Tools	608.69
57523	Grainger, Inc.	Maintenance Supplies	998.45
57524	Guardian	Employee Deductions	1,877.59
57525	Hancock Bank	September Lease for Suite 1450	25,316.64
57526	IFM Efector Inc	Brake Pad Sensors for Crane #1	378.70
57527	Newell Paper Co.	Janitorial Supplies	466.72
57528	Jackson Supply Company	A/C Repair Tools	3,237.40
57529	Robert J. Knesal	Per Diem	40.00
57530	M2 Media Corp.	Advertising	1,500.00
57531	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
57532	McClatchy Company, LLC	Advertising	164.04
57533	Meltwater News US Inc.	Media Monitoring Subscription Renewal	5,000.00
57535	MS Dept. of Human Services CRDU	Employee Deductions	156.00
57536	MS Pub. Employees Credit Union	Employee Deductions	445.00
57537	United Rentals (North America), Inc.	Genie Manlift Repairs	290.00
57538	Jack Norris	Per Diem	40.00
57539	Pass Road Mini Storage, LLC	Storage Unit Rent	155.00
57540	It's Promo Time	Promotional Items	1,814.50
57541	Quadient Leasing USA Inc	Postage Machine Rent	195.57
57542	Redd Pest Solutions	Pest Control Services	90.00
57543	RJ Young Company, Inc.	Printer Maintenance	482.56
57544	Eluse J. Roberts	Per Diem	40.00
57545	Rotolo Consultants, Inc. dba RCI	Landscape Services	2,307.91
57546	Sam's Club	Membership Dues	45.00
57547	Seal Electrical, Inc.	Electrical Services	372.00
57548	Shuttlewagon, Inc.	Repair Parts for Shuttlewagon	164.94
57549	Albert Signorelli III	Supplies for Project	62.91
57550	James C. Simpson, Jr.	Per Diem	40.00
57551	South Mississippi Business Machines	Copier Maintenance	569.00
57552	Southern Printing & Silkscreen	Logos and Names for Employee Uniforms	105.00
57554	Southern Admin. and Benefits	Monthly Service Fee	200.00
57555	BXS Insurance, Inc.	Insurance	1,748,036.18
57556	Stuart C. Irby Co.	Electrical Supplies	921.14
57557	SunSouth, LLC	John Deere Tractor Repair	3,293.83
57558	Swetman Security Services, Inc.	Security Guard Services	60,627.64
57559	Texas Association of School Boards	Boardbook Subscription Renewal	4,000.00
57560	Vision Service Plan	Employee Deductions	234.88
57561	Waste Management	Waste Removal Services	51.46
57562	Weaver Electric	Electrical Services	4,773.00
57563	DeeDce Wood	Registration Fee	295.00
57564	Zoro Tools, Inc.	Camera, Camera Power Injectors, Hand Tools and Maintenance Supplies	1,178.90
TRANSFERS			
08/12/21	MS Department of Revenue	Sales Tax Payment	12,675.51
08/18/21	Federal Tax Deposit	Payroll Tax Deposit	28,738.91
08/13/21	Deferred Compensation	Employee Deductions	1,682.50
Total			<u>\$1,956,145.88</u>

Commissioner Knesal moved to approve the Port User Licenses, pending receipt of all fees and insurance documents. Commissioner Rester seconded and the motion was unanimously approved.

The following items were approved:

RENEWAL LICENSES:

- Vendor: Atlas Ship Services, Inc.; Wilhelmsen Ship Service
- Steamship Agent: Host Agency, LLC (formally T. Parker Host); Page & Jones, Inc.;
Revelle Shipping Agency, Inc.
- Transfer Company: BH Specialized Hauling, LLC
- Apprentice Pilot: Ken Skrmetta

Commissioner Knesal moved to approve the following progress payments: Balch & Bingham (\$46,542.06); Cypress Environment & Infrastructure (\$4,426.25); Digital Engineering (\$60,192.75); Moran Hauling (\$32,791.88); and Southern Exterior Fence Co. (\$118,705.82). Commissioner Rester seconded, and the motion was unanimously approved.

Commissioner Rester moved to approve Cash Request #291 to Eley Guild Hardy (\$54,188.00); MSPA (\$20,545.94) and Wharton Smith (\$1,636,479.86) for a total of \$1,711,213.80. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Cash Request #292 to CH2MHill for a total of \$22,585.75. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Cash Request #293 to Wharton Smith for a total of \$59,926.47. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Cash Request #294 to MSPA for a total of \$138.79. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Norris entered the meeting.

OLD BUSINESS:

Commissioner Rester moved to approve Change Order No. 2 with Moran Hauling under Contract No. 021-EN-03. Change Order No. 2 decreases costs by \$30,510.84 for final qualities. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve a Notice of Completion with Moran Hauling under Contract No. 021-EN-03 for the North Harbor Drainage Ditch Improvements. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to award the contract for the Cotton Compress Site Improvements to DNA Underground, LLC. DNA Underground was the lowest bidder with a not to exceed amount of \$ 1,095,732.00. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Change Order No. 5 for Wharton Smith, Inc. under Contract No. 020-HUD-049. Change Order No. 5 increases costs by \$119,798.38 with no change to the schedule. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Change Order No. 6 for Wharton Smith, Inc. under Contract No. 020-HUD-049. Change Order No. 6 decreases costs by \$27,981.32

with no change to the schedule. Commissioner Knesal seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Norris moved to approve a Lease Agreement between Ocean Aero, the MS State Port Authority and the MS Development Authority. The lease term in for 10 years with two five-year extensions.

Commissioner Rester moved to authorize the execution of a grant agreement with the National Fish and Wildlife Federation. The grant amount is for \$124,493.00 and requires an equal non-federal cost share match. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Norris left the meeting.

PORT RESTORATION/ENGINEERING UPDATE:

Nick Foto gave an update on the OEF construction and John Webb gave updates on the current engineering projects. Michael Sheely, Jacobs Engineering, gave an update on the channel widening and deepening project.

OPERATIONS REPORT:

Shawn Meyer, Director of Operations, reported on the maritime activity for the month of July 2021:

Vessels	14		Vehicles	11,842
TEU's	13,994		Railcar Count	807
Tonnage (short tons)	140,757			

The TEU count is up 6% from July of last year while the Tonnage count is down 4%.

Matt Wypyski reported on the dredge vessel, the new Dole vessels, a recent COVID vaccination site on the port, and military equipment arrival.

EXECUTIVE DIRECTOR'S COMMENTS:

The Port Security Forum has been cancelled and the Dole event has been cancelled due to COVID.

We will have a rail consultant back to visit on September 1st and will also be entertaining executives from Canadian National Railway later this month.

We are sponsoring an Inland, Ports & Terminals Conference in October. Included in that conference is training for Port Commissioners, given by the International Association for Marine Port Executives.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS' COMMENTS:

Commissioners welcomed the new tenant, Ocean Aero, and thanked staff for their efforts in bringing them in.

Commissioner Rester moved to close the meeting to discuss the need for an Executive Session. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to enter Executive Session to discuss legal and real estate matters (lease negotiations). Commissioner Knesal seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 2:10 P.M.)

Commissioner Rester moved to come out of Executive Session. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Roberts stated that no action took place during Executive Session.

Commissioner Rester moved to adjourn.

The meeting adjourned at approximately 2:50 p.m.

Approved and Attested

	
_____ E.J. Roberts President	_____ James C. Simpson, Jr. Secretary